

CITY OF NORTH OAKS

BOARD AND COMMISSION MEMBER APPOINTMENT POLICY

MEMBER APPLICATION PROCESS

Individuals with a desire to serve on a board or commission shall first determine if they qualify to serve by meeting the membership requirements of the board or commission in which they are interested. If the condition of membership is met they shall complete an application, provided by the City, and submit it to the City Administrator within the noticed time frame allotted for accepting applications. Upon receipt, the City Administrator, shall forward the application on to the appropriate board or commission chair, who will contact the applicant and invite them to the next board or commission meeting to observe and familiarize themselves with the board or commission. The applicant(s) will then be interviewed by the Chair, Mayor, and City Administrator, or as assigned by the City Administrator. Following the interview, the board or commission chair shall prepare a memo with their recommendation that will be forwarded onto the City Council for consideration at the next available City Council meeting.

When a vacancy occurs on a board or commission, the City Administrator shall publicly notice the vacancy and terms for accepting applications.

For each vacancy the applicant is applying for, an application must be completed and submitted to the City Administrator within the noticed time frame allotted for accepting applications.

If a vacancy exists due to a member resigning prior to their term expiration, the applicant shall only be appointed to serve the remainder of that term.

If no vacancy exists the application(s) will be kept on file for two years. If during that time a vacancy occurs the applicant(s) will be notified and asked if they wish to still be considered for the appointment.

MEMBER REAPPOINTMENT PROCESS

At least two months prior to a member's term expiring, the City shall inquire whether or not that member will be seeking reappointment for another term. Once the intent of the current member(s) is clear, the department head, or appropriate City representative shall prepare a memo to the City Council identifying which members are seeking reappointment and whether a vacancy will exist on the board/commission. The City Council will consider the reappointment(s) at the next applicable City Council meeting. At such meeting, the City Council shall give City staff direction on whether to advertise a vacancy on the board/commission.

BACKGROUND CHECKS

All appointments to a committee/board will undergo a criminal background check with Ramsey County prior to beginning their term to assist in determining the candidate's suitability for the position.

ORIENTATION PROCESS

New appointees will be provided with ordinances, bylaws, and any other applicable information that identifies the role and responsibilities of the position to which they have been appointed to. Staff and the Chair to the relevant Board or Commission will make themselves available to meet with new appointees to answer any questions they may have and assist in any way they can to ensure that the appointee is comfortable in their new role.

NOTIFICATION PROCESS

The vacancy on the committee/board will be noticed in the City's designated paper of record, on the City's website and through other social media outlets, and will be posted physically at the City Hall office.